



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** PA122 - Policy Officer - GS-14

**Salary Range:** \$112,021 - \$145,629 (not applicable for detailees)

**Vacancy Open Period:** 09/12/2017 – 09/12/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**\*\*\* OPEN UNTIL FILLED:** This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

## Major Duties and Responsibilities (MDRs)

- The Office of the Director of National Intelligence (ODNI), National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD), assists the Director of National Intelligence (DNI) in the dual role as head of the Intelligence Community (IC) and Security Executive Agent (SecEA) for U.S. Government (USG) security clearance programs, pursuant to Executive Order 13467. SSD's objectives include promoting security uniformity and reciprocity across the USG, aligning security processing, and ensuring personnel security actions amongst department and agencies are seamless by instituting policies that ensure reciprocity of security clearance and background investigations. SSD drives efforts to achieve Government-wide improvements to clearance process timelines, quality, and effectiveness; reciprocal recognition of security clearances and access approval. The SSD mission also includes modernization of security business practices to ensure the most effective use of Information Technology in a limited resource climate, which includes the concept of Continuous Evaluation (CE) of cleared personnel.
- The CE Personnel Security Policy Officer assists CE Program (CEP) managers develop, and implement CE across the executive branch. CE is a personnel security investigative process to review the background of an individual who has been determined to be eligible for access to classified information or to hold a sensitive position. The CE capability leverages automated records checks of commercial databases, USG databases, and other information lawfully available to personnel security officials, to assist in the ongoing assessment of an individual's continued eligibility. This position advises CE management as a subject matter expert on the substantive nature of personnel security investigative and adjudicative policies and procedures. The selected candidate will:
  - Conduct in-depth analysis of the CE mission, plans, and capabilities to ensure consistency with SecEA priorities, Federal Investigative Standards, and national adjudication guidelines.
  - Plan, guide, and conduct research on key CE program issues to evaluate CE implementation options and provide structured recommendations consistent with ODNI, SecEA, and NCSC policies, procedures, and viewpoints.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Apply personnel security expertise and critical thinking to plan and produce strategies, analytic issue papers, strategic evaluations, background papers, talking points, issue papers, meeting notes, and other products to inform CE management decisions.
- Assist in developing strategic CE efforts to drive solutions across the executive branch, to include coordination with agencies/departments conducting CE projects to collaborate on approaches, share best practices, and reduce duplication of effort.
- Plan, develop and present findings, conclusions, options, and recommendations to CE program management.
- Identify CE program issues, evaluate alternatives, and develop innovative proposals for decision by NCSC, SSD, and CE senior leadership.
- Conduct substantive reviews of an extensive volume of written materials, and prepare or contribute to written and verbal products including congressional testimony or responses to inquiries, senior-level issue papers or briefings, and letters and memoranda.
- NCSC/SSD offers a flexible work environment that allows for work-life balance.

## **Mandatory and Educational Requirements**

- Extensive knowledge of personnel security programs, processes and policies, including a minimum of three years of experience executing personnel security investigations or adjudications;
- Demonstrated knowledge of security clearance reform efforts and challenges;
- Demonstrated ability to articulate complex issues to a wide audience, including the ability to develop products for executive branch-wide use;
- Experience supporting efforts to achieve common goals, including an understanding of stakeholder missions, business practices, and unique needs, strengths, and perspectives;
- Demonstrated ability to develop effective professional and interpersonal relationships with peers and colleagues within the ODNI and IC, and among federal partners;
- Demonstrated ability to build and sustain professional networks;
- Demonstrated interpersonal, organizational, and problem-solving skills, including the ability to work effectively both independently and in a team/collaborative environment; and,
- Demonstrated written and oral communication skills with demonstrated ability to articulate complex intelligence issues to a wide audience, including the ability to write policy or analytic products for senior U.S. Government officials and the IC workforce.

## **Desired Requirements**

- The following qualifications are desired, but not required:
- Experience working counterintelligence inquiries/investigations or insider threat reviews/assessments;
- Knowledge of IC or executive branch processes, programs, and policies related to program evaluations (to include quantitative and qualitative methods and techniques);
- Knowledge of IC and related U.S. Government policies, directives, and standard operating procedures;
- Demonstrated ability to develop a broad range of IC-wide policies, processes, and guidelines; and,



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Demonstrated experience in the research, formulation, development, and coordination of policies and directives, including extensive knowledge of qualitative and/or quantitative methods for policy development and assessment.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS//SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

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## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**